

1991

MINUTES
CLARKE COUNTY LIBRARY BOARD
January 8, 1991

The quarterly meeting of the Clarke County Library Board of Trustees was called to order at 4:00 on January 8 in the Athens Regional Library auditorium by Mrs. DuPree, Chairman. Present were: Mrs. DuPree, Mr. Hodgson, Miss Copeland, Mr. Firor, Mrs. Hertz, Mrs. Hopper, Mrs. LaBoon, Mr. Logue, Mrs. Shields, Mrs. Ames and Ms. White. Mr. Wilkins was excused. Absent were Mrs. Weeks, Mrs. Allen, Mr. Elkins, Mr. Logan, and Mrs. Rosser.

The minutes of the October Quarterly Meeting and the December 5 Called Meeting were approved as distributed by mail upon motion of Mr. Firor and second by Miss Copeland.

Mr. Hodgson reported for the Building Committee. A contract has been reached with Terry Salloum Construction and work began immediately following the groundbreaking ceremony. The board has not yet received cost information about the possible change orders that were recommended at the December meeting.

The automation committee has seen demonstrations of six different automated systems and has reviewed the proposals submitted by the December 11 deadline. After ranking the proposals against the requirements the committee had established, two firms were superior to all others. The Dynix Corporation of Provo, Utah, and the Inlex Corporation of Monterey, California, are the leading contenders. There were seven proposals received, and all but one were under the established maximum of \$300,000.

Ms. White reported that the Friends are preparing for a bigger than ever book sale in February. The preview night will be February 25 and will be open only to members of the Friends. There will be a charge for admission the first night only. The Friends have also revised the membership rates and have eliminated the junior membership category.

Mrs. Ames discussed plans for 1991 in her report. Most of the coming year will be directed toward planning for two significant events. The first is the implementation, long awaited, of the integrated on-line computer system. The second is to develop a plan for the orderly transition into the new library. Along with these events, she will pursue foundation grants for materials and equipment for the Heritage Room, Learning Center, Children's Department, and the Talking Book Center and grants for programs to inaugurate the new library. Along with these projects, the staff will be recommending policy changes which are needed for the new facility and for automation, and the rapid growth of 1990 is expected not only to continue but to escalate.

There were no volunteers to attend the Legislative Day Luncheon in Atlanta on January 30 or the Legislative Advocacy Workshop on January 29.

A suggestion from the Georgia Council of Public Libraries that each library purchase a book in honor of Governor Zell Miller was discussed. Mr. Firor made the motion to purchase a book and discussed the need for the Heritage Room to have materials written by Georgia and Athens authors. The motion was approved by voice vote. Mr. Firor will meet with the Heritage Room librarian, Prudence Taylor, to determine what authors should be included.

Mrs. Ames requested authorization for out-of-state travel for the automation committee. This committee will visit Charlottesville, Virginia, and Durham, North Carolina, to evaluate similar sized library systems and computer systems. Mrs. Shields made the motion to approve travel for four staff members; second by Mrs. LaBoon, and unanimous vote.

The Athens Junior League is accepting applications for grant funds for specific projects benefiting children. Mrs. Ames requested approval of an application for \$25,000 for the children's department. Fran Lane, a member of the Friends and the Junior League, will review the application and support its funding. Mr. Firor made the motion to authorize this proposal with a second from Mrs. Hertz. The vote was unanimous.

Mrs. Ames reviewed the budget process for Clarke County which began on January 7. She will meet with the Finance Committee on Friday, January 11, to review the proposal. It is expected that there will be a substantial increase in salaries to cover the additional new staff required to operate the new building.

During the planning process for the new library, the Friends Store was included in the plans upon the request of the Friends Board. That group has changed leadership and there is some reluctance to embrace this project. Mrs. Ames questioned if this area should be developed as a store, or if it should be converted to a conference room. The consensus of the board was that the space should continue to be considered for a store that might be operated by a group other than the Friends. The library is currently receiving information from the Association of Museum Stores. Options for staffing the store will be considered at a later date and Ms. White will investigate other cost considerations.

There being no further business, the meeting was adjourned at 4:58 PM.



Kathryn S. Ames, Secretary

MINUTES
ATHENS REGIONAL LIBRARY BOARD
January 31, 1991

The quarterly meeting of the Athens Regional Library Board was called to order at 3:30 P.M. in the Athens Regional Library on January 31, 1991 by Mrs. DuPree, chairman.

Attending were: Mrs. DuPree, Mr. Hodgson, Mrs. LaBoon, and Mrs. Weeks from Clarke County; Mrs. Johnson and Mrs. Wynn from Oconee County; Mrs. Clark, Mr. Downs, and Mrs. Toney from Oglethorpe County; Mr. Ginn, Mrs. Carithers, and Mrs. Haygood of Madison County; and Mrs. Telford and Mrs. Brown from Franklin County. Ms. Williams attended as a League of Women Voters observer. Mrs. Ames and Ms. White were also present. Absent were Mrs. Daniel from Franklin County and Mrs. Grayson, from Oconee County.

The minutes were approved as mailed upon motion from Mr. Hodgson and a second from Mrs. LaBoon.

The financial report was received as information.

Regional reports followed. Mrs. Brown reported that the highlight of the quarter was a program featuring author Terry Kay. Mr. Kay is a native of Royston and has written several books including his latest, To Dance With the White Dog. The program and autographing party was most successful and 110 books were sold that day. Mr. Ginn offered to contact Mr. Kay who works for Oglethorpe Power Company to see if he would donate additional copies to libraries in the region.

Mrs. Carithers announced that Mrs. Miriam Tiller has been appointed as a new local board member to succeed Mrs. Oneida Langford. Mrs. Sarah Haygood is a new member of the Athens Regional Library Board. The library is now receiving equipment obtained from the supplemental equipment bid package and it already is being utilized. Growth is the key for this branch. Patrons have discovered that it is a pleasant place to visit for reading and research. Saturdays have been very busy and the local board is looking at Sundays. The literacy program has been very promising with three students now enrolled. The library was very pleased to receive a gift of a substantial microfilm collection containing historical records and genealogical information. The Friends have had a successful membership drive and have 135 paid members. This year, they have donated \$2500 for the purchase of books and special equipment.

Mrs. Johnson reported that Oconee County has two new board members--Mrs. Ava Arp who teaches in the school system, and Mr. Bill Ferriss, a retired Georgia State professor. The county commission has made several repairs to both the Watkinsville and Bogart libraries including some repainting. The Oconee County Library in Watkinsville recently had two part-time vacancies and received 33 applications for them.

Mrs. Toney reported that Oglethorpe County is planning to add five more hours to the weekly schedule with proposed hours Monday-Friday 10 AM to 6 PM, 9 to 2 on Saturday and 1:30-4:30 on Sundays. Since they began their Sunday hours, the library has been very busy. The ALA/Carnegie grant provided 28 new videos for the library. Prudence Taylor and Jan Burroughs for the headquarters staff and Alice Paul, branch manager of Oglethorpe County Library, have been visiting the schools and working with a group of parents.

Mr. Hodgson reported on the ground-breaking and progress on the new Clarke County Library. Wet weather has delayed the project slightly but they are working on weekends to catch up. Each county had representatives attending the Legislative Luncheon in Atlanta on Jan. 30.

The Director's report followed. The Tenth Congressional District hearings in Washington, Georgia, produced several recommendations for improved federal funding of libraries.

A. Changing the application procedure for literacy grants. Currently, there is a 9-month gap between the application and notification of grant award. We have suggested a faster turnaround for smaller grants.

B. Better funding for Talking Books Centers. Funds are now allocated to states and then distributed to subregional libraries. There is a committee working on formula revisions.

C. Incentive plan. This would require specific funding by local agencies for a targeted project and would earn a federal match. An example of this type of project might be to offer a reading club for handicapped children in Madison County.

The Library has until February 28 to complete the 353 Demonstration Grant for the Literacy Resource Center. The final project is a book which will be printed very shortly. Susan Colegrove has worked very hard to compile information which will be easily accessed. Thirty copies will be sent to the state literacy office, copies will be distributed to each branch library, and some will be offered to other libraries for the cost of reproduction.

Plans for 1991 were reviewed. Julie White will become system administrator of the automation project which will necessitate a change in her job description. Automation will significantly change the way libraries are operated and we anticipate a contract with the selected vendor by April. The new regional headquarters will be completed in January 1992. Furniture and equipment will be bid in April, but there remain some decisions regarding the childrens and Heritage rooms. As a system, the libraries will be struggling to maintain the status quo and to cope with the effects of the economy. Circulation overall tends to be increasing, particularly in Clarke County where there was a

24% increase last year. However, the decrease in funding for the purchase of materials will remain in effect for all of FY92.

Unfinished business included a review of the State Merit System Benefits package. The deadline for the open enrollment period is Jan. 31. The cost to participate in the program is \$20 per eligible employee--the system has 39 eligible employees. The plan includes options for life, legal, and dental insurance, child care pretax deductions, and other choices found in cafeteria benefits plans. The motion to approve participation in this plan was made by Mrs. Clark and a second from Mrs. Weeks. The vote was unanimous.

Mr. Hodgson requested formal approval of the bid award for the Clarke County Library construction to Terry/Salloum Construction in the amount of \$3,701,000. The Clarke County Library Board and the Clarke County Board of Commissioners had previously approved the contract. Mrs. Weeks made the motion to approve with a second from Mrs. Clark. The vote was unanimous.

Under new business, the board authorized the library system to pay the registration fees for the Legislative Day Program attended by board members on January 30. Since the original meeting was scheduled for January and rescheduled, this request was approved retroactively upon a motion from Mrs. Toney and a second from Mr. Downs.

Mrs. Ames requested authorization for out-of-state travel for herself and three additional staff members to attend the Public Library Association meetings to be held in San Diego March 19-24. Upon a motion from Mr. Downs and a second from Mrs. Clark, the library system will reimburse employees using the standard voucher system for airline, hotel, and registration costs. The four employees will pay all food and incidental costs individually. This motion was unanimously approved.

Because of varied problems associated with issuing checks, Mrs. Ames requested authorization for a change in the check signing procedure to permit the director of the system to sign checks for vouchers of \$500 or less. Mrs. Weeks made the motion to authorize this change with a second from Mrs. Toney. The vote for this change was DuPree, Hodgson, LaBoon, Weeks, Johnson, Wynn, Clark, Downs, Toney, Carithers, Haygood, Telford, and Brown voting in favor and Ginn opposed.

Ms. White reported on the final selection of the automation vendor. After site visits, recommendation checks, demonstrations, and hands on experience, the library automation committee has selected the Dynix Corporation as vendor for the system. This vendor has a large client base of more than 400 public libraries. The committee will be meeting with the consultant and

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a representative of Dynix in March to finalize costs and number of computers. Phase I will be for the new headquarters, and the county has set aside \$300,000 for this purchase.

Mrs. Ames reported that the University of Georgia Libraries will be initiating a program to permit non-university connected patrons to borrow books from their library upon payment of a one-time \$10 fee. Bill Potter, director of UGA libraries, will be sending information to all libraries in the state within the next few weeks to announce the program and to explain requirements.

Mrs. Ames distributed one copy of the new Rules of the Department of Education, Office of Special Services, Division of Public Library Services, to each local board chairman. The cover page outlines the changes which were made when converting from the Standards which had been in effect to the Rules. There was also a memo from Division Director Joe Forsee regarding ex officio members. This is not an issue for any of our local boards.

Mrs. DuPree presented a book to Mrs. Brown for the Royston Library in memory of Mrs. Brown's grandson, Christopher.

There being no further business, the meeting was adjourned at 4:40 P.M.



Kathryn S. Ames, Secretary

MINUTES
CALLED MEETING, CLARKE COUNTY LIBRARY BOARD

Mrs. DuPree, chairman, called the meeting to order at 4:00 PM on Tuesday, March 5, 1991. The purpose of this called meeting was to discuss preliminary design features for the Children's Department. Present were: Mrs. DuPree, Ms. Copeland, Mr. Elkins, Mr. Firor, Mrs. Hertz, Mr. Hodgson, Mrs. Hopper, Mrs. LaBoon, Mrs. Shields, Mrs. Weeks, and Mr. Wilkins from the Library Board; Mr. Papageorge and Mr. Newsome of Barton-Malow; Mr. Viehman, Mr. Mills, and Ms. Cloninger of the design team; and Mrs. Elsner and Mrs. Ames.

Mr. Viehman reviewed the process of developing a theme for the children's department. Mr. Chris Mills was brought in to help design the theme. He was recommended by Mr. Viehman because of his work with several child-oriented projects in the Atlanta area. Mrs. Ames and Mrs. Elsner have met twice with the design team to discuss the needs of the department. The budget was established at the December called meeting as \$30,000-\$50,000. The design fee for Mr. Mills was included in Mr. Viehman's additional services estimate which was also established in December.

Mr. Mills explained his concept. The theme is based on the Alice in Wonderland axiom of "nothing is quite what it seems." Rather than offering a literal interpretation, the design encourages children to form their own ideas from their imagination. The focus was on functionality and it was critical that no space be lost to unnecessary building.

Discussion followed. Mr. Viehman stated that he needed Board approval before progressing further on the project. Mr. Mills has been working on an hourly basis and would need firm commitment before investing more time. The design team has done a preliminary cost estimate and will be designing to a specific budget. They also proposed using local Athens artists to build parts of this design.

Mr. Hodgson made the motion to continue with design development and to plan to involve local artists in the construction where possible. Mrs. Shields seconded the motion. The vote was unanimous to proceed.

The meeting adjourned at 5PM.



Kathryn S. Ames, Secretary

MINUTES
CLARKE COUNTY LIBRARY BOARD
April 9, 1991

The quarterly meeting of the Clarke County Library Board was called to order at 4:10 P.M. on April 9, 1991, by Mrs. DuPree, Chairman. Attending were: Mrs. Hopper, Mrs. Allen, Mrs. LaBoon, Mrs. Weeks, Mrs. Shields, and Mr. Wilkins. Mrs. Ames and Ms. White also attended. Excused were Ms. Copeland and Mrs. Hertz. Absent were Mr. Hodgson, Mr. Elkins, Mr. Firor, Mr. Logue, and Mrs. Rosser.

The minutes of the January 8, 1991, meeting and the called meeting on March 5, 1991, to discuss the children's theme were approved as mailed.

Mrs. Ames presented the Director's Report.

1. The bid documents are being prepared and the Terry-Salloum company will price construction for the children's theme. Bill Viehman plans to have a town meeting with artists on May 8 to discuss the special architecture. Tom Ploeg at DPLS has reviewed the drawings and approved. They have reviewed legalities and Bill Viehman is clear on how to proceed.

2. Budget status for Clarke County is unknown! We have met with Chris Caldwell at the county and have revised several figures. There will be a public hearing on May 14 and a meeting with the Commission. Areas of concern: Staff for new building and utilities. The estimate from the engineers for electricity is \$152,000 per year--current bill is \$35,000.

3. In July we will be presenting the first policy changes necessitated by our change to an automated system. Our goal with these is to improve customer service. We hope to get all policy change recommendations to you in the mail two weeks prior to the July meeting.

4. There will be some shifting of responsibilities for staff members and the revising of job descriptions brought about by a larger building and automation.

5. The Flex benefits program sponsored by the State Merit System will go into effect on July 1. There will be an information session soon for all eligible employees. Options include life, disability, and dental insurance and pre-tax options for health care and child care.

6. At the Library Director's meeting, the major emphasis was that the President has recommended \$0 funding for LSAC. The only federal dollars would go for literacy, and that amount would also be reduced. A little information on how we use LSAC money is included. It is important for all members to write to Doug Barnard, Sam Nunn and Wyche Fowler.

The automation contract was reviewed; The Board recommended to the Clarke County Board of Commissioners that this contract be approved for \$289,000. The package would be purchased using local option sales tax funds administered by the County. Ownership of the

system would be vested in the Library Board. The Commission formally approved the purchase of the Dynix automated library package at their March 19, 1991, meeting. Mrs. DuPree signed as the Library Board representative.

Mrs. Ames reviewed the progress on the new building. A memo from Barton Malow outlined the number of days approved to date for extension to the basic contract and the cost estimate provided by contractor Terry-Salloum. Change Order #1 will include the metal roof, brick in lieu of artificial stucco, ladder to the chiller room, gravel under the slab, an upgrade in the acoustical tile, 3 hose bibs, and a walkway to the athletic fields adjacent to the library where additional parking is located. The total cost of these changes will be \$273,347.

Ms. White reported that the interior designers are working with staff, the Small Business Development Administration and Friends of the Library to plan the space for the bookstore. Mrs. Clare Auwarter and Friends Board Member, Leslie Maggiore, will attend a conference designed for first-time museum and gift shop managers in Houston in May. She also presented an estimate of the cost of operation for the first year in the store. The problem of a change in philosophy and leadership of the Friends was discussed at the January meeting and the direction from the Board at that time was to investigate the costs. Working with the SBA and retailer Maggiore, the budget would include the costs of an opening inventory and staffing. Ms. White's estimate was approximately \$20,000. The staff will continue to work with the Friends organization to encourage participation in this project.

The Friends of the Library netted approximately \$10,000 in their annual book sale. Purchased were picturebooks for the bookmobile to use at their public housing storyhours, seven booktrucks for circulation, and a desktop publishing computer program. There will be a planning session on May 23 at 7:00 to plan the direction of the organization for the next few years.

Mrs. LaBoon discussed the proposal for the Heritage Room design. The enhancements will add approximately \$50,000 to the estimated cost of the construction project and were included in the initial discussion of how to allocate the additional funds. A marble tile floor is the feature of the entry; special moldings and details will be included. One area will be developed as a reading area and will include the C & S antique boardroom table as well as wing chairs. The desk in the design will be reworked and a more suitable style will be identified. Most of the lighting will be indirect reflective lighting, but there will be three large suspended fixtures. The Board agreed that this design was very "classic."

Mrs. Ames met with Winterville Mayor Wesley Whitehead. The mayor had contacted several sources regarding the possibility of an addition to the Winterville Library. She outlined requirements for

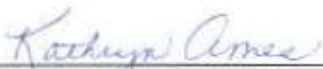
capital outlay from the State Department of Education for public library construction. The State Board will not normally consider applications for under 2000 square feet; space needs are based on a formula which multiplies population by a factor of .7 square feet. Mr. Whitehead has already asked George Chandler to look into designing an addition to the present frame house. No action was required at this time.

Mrs. DuPree named a committee to help establish a policy for handling gifts that the Library Board may receive during the coming year and appropriate recognition for those gifts. She named Mr. Firor as chair, Mr. Wilkins and Mrs. Allen to this committee and she will serve in an ex officio status.

The EBSCO magazine company has a promotion which they sell to local professionals and businesses which benefits libraries. In this case, a doctor in Athens has offered to sponsor a subscription to several magazines of the library's choice in return for use of a plastic binder with the physician's advertising on the cover. Following some discussion, the Board decided to delay a decision until more information was available.

In other business, Mrs. Ames invited all Board members to attend the Volunteer Recognition Reception on April 23; encouraged trustees to attend at least one of the programs at the American Library Association meeting to be held in Atlanta from June 29-July 4; and invited all to attend the Celebrate Literacy Award presentation on April 25 where the Project L.E.A.D will be honored.

There being no further business, the meeting was adjourned at 5:15 P.M.



Kathryn S. Ames, Secretary

MINUTES
ATHENS REGIONAL LIBRARY BOARD
April 18, 1991

The quarterly meeting of the Athens Regional Library System Board of Trustees was called to order at 3:30 PM by Peter Hodgson, vice chairman, acting in the absence of Mrs. DuPree. The meeting was held in the Athens Regional Library Auditorium. Present were: Mrs. Grayson, Mrs. Wynn, and Mrs. Johnson of Oconee County; Mrs. Carithers, Mrs. Haygood, and Mr. Ginn of Madison County; Mrs. Toney, Mr. Downs, and Mrs. Clark representing Oglethorpe County; Mrs. Brown and Mrs. Telford from Franklin County; and Mrs. Weeks and Mr. Hodgson from Clarke County. Also present were Mrs. Ruth Webb from the League of Women Voters, Miss White and Mrs. Ames. Excused were Mrs. DuPree and Mrs. LaBoon.

Mr. Hodgson welcomed Mrs. Grayson who was attending her first regional board meeting as a representative from Oconee County.

The minutes were approved as mailed.

The financial report was mailed to all board members. A plan for amending the Maintenance and Operations budget was presented by Mrs. Ames. Several budget categories were projected to be over-budget and the plan rectified this shortfall. Mrs. Toney made the motion to amend the budget for M & O as recommended; second by Mrs. Brown; and unanimous vote to approve.

Regional reports followed. Mrs. Carithers reported for Madison County. The Board has met in a work session to plan for the budget which will be presented in May. The Friends of the Madison County Library met recently for a staff and volunteer recognition program. Two volunteers have contributed more than 100 hours each; there were two with more than 50 hours of volunteer time; and seven who had worked at least 25 hours. Two trustees will be rotating off the board this year--Margie Graham and Howard Floyd. Both will be missed. Rep. Louie Clark and Sen. Don Johnson were instrumental in obtaining a \$15,000 grant for materials for the Madison County Library. The library board will be considering the addition of evening hours to the schedule. Finally, the literacy program is continuing to grow with new students and much cooperation with several agencies in the community.

Mrs. Johnson reported that Oconee County Board members are also working at preparing a budget to be submitted to their funding agencies. Final decisions will be made in June. The budget proposes hiring two new part-time employees which will enable the library to increase hours to 9 PM. A capital request was also presented for the purchase and installation of terminals for the Oconee Library to link into the Athens Dynix automated computer system. There were 66 new families registered in March. Mrs. Wynn added that students in the Agricultural Engineering Club at UGA are building a bike rack for the library.

Mrs. Toney noted that Oglethorpe County was working on the annual budget, but that the county was experiencing change due to the death of long-time commission chairman, J. W. Griffith. The election to fill this post will be on May 7. The branch manager, Alice Paul, continues to work with parents through the elementary school in a project to encourage parents to read to their children. The board will be seeking additional hours and Mrs. Toney noted that Sunday is an extremely popular day. There will be a book sale in May with the hopes of raising funds to purchase additional shelving. The literacy program is also growing.

Mrs. Telford reported that the Franklin County Board has been working on the annual budget. A board member, Mrs. Betty Daniel, has resigned due to ill health; the board was saddened by the death of long-time board member Mrs. Peggy Hill recently. Mrs. Brown reported a new part-time worker in the Royston Library who has several special skills.

Ms. White reported that other than construction, automation was the major project taking place in Clarke County. The equipment is now arriving; the county electricians have made several adjustments to the present building's wiring; and Ms. White will be attending a seminar at the Dynix facility in Provo, Utah, for training. Additional training will take place in Athens in August and September. The library will be participating in several Earth Day programs and will take part in Discover Athens next month. The Friends of the Library netted \$10,000 for their recent sale and some of the proceeds will be used to purchase needed book trucks for circulation and a collection of picture books for the bookmobile's programs at day care centers. They also purchased a desktop publishing computer program.

Mr. Hodgson reported that the new unified government of Athens--Clarke County is looking at the appointment process for all boards and that the library board is subject to dissolution on June 30. Because of state regulations for governing boards, this is probably not an issue.

Mrs. Weeks invited all board members to visit the site to see the progress on the new facility.

The director's report included information about the development of the children's department theme; policy changes which will be presented in July necessitated by automation and uniformity; and results of the legislative program. She urged board members to communicate to their U.S. congressmen the need for LSCA, Library Services and Construction Act, funding to continue.

Under new business, the Clarke County Board requested approval of the bid package for furniture and shelving. Alternates as outlined by the interior design firm will be deductive alternates. Should insufficient funding be available, the first reductions would be made in non-public service areas that would impact the program least. A list is appended. Mrs. Clark made the motion to approve the bid package with a second from Mr. Ginn and a unanimous vote.

The second item of business was the approval of Change Order #1 which includes changing to a metal roof, using brick rather than artificial stucco on the exterior in all areas, adding a ladder to the chiller room, adding gravel beneath the slab, upgrading the acoustical tile ceiling, providing a walkway to the athletic fields adjacent to the property, adding three exterior hose bibs, and adding 4 feet to the canopy at the main entry. Mrs. Weeks made the motion to approve the Change Order with a second from Mrs. Carithers and a unanimous vote.

Hardees restaurants has offered to provide coupons for free french fries for all children throughout the region who register for the reading club. The motion to approve this offer was made by Mrs. Clark with a second from Mrs. Weeks and a unanimous vote.

Ginni Edwards, Madison County Literacy Coordinator, has been working with Athens Tech to develop a grant application for \$10,000 to purchase materials and to develop a program for family literacy. This activity is already within the scope of Ms. Edwards' responsibility and the grant would provide needed materials. Mr. Ginn made the motion to approve with a second from Mrs. Clark and unanimous approval.

No vote was required for the acceptance of a \$15,000 check from the State Department of Education. This was a direct grant for improving the materials collection in Madison County. Mrs. Carithers noted the June 30, 1991 deadline.

Mrs. Ames announced that the Library had been selected to receive the Celebrate Literacy Award from the International Reading Association and the award would be presented on April 25. The American Library Association will be meeting in Atlanta in late June. As a part of the program of activities, the recent construction projects will be featured including Oconee County, Madison County and Clarke County. They have also requested some photos of the renovation of the Lavonia-Carnegie Library. A schedule of other programs was distributed. Mr. Downs asked if the library was recycling. He has a source for bond paper which the library was not yet recycling. Mrs. Grayson noted that Mrs. Susan Colegrove had presented a program for the Athens Womens Club which was very informative.

Mrs. Ames thanked the Board for making it possible for her and other staff members to attend the recent Public Library Association meetings held in San Diego. Those who attended will be summarizing the meetings they attended and will send the report to all board members.

There being no further business, the meeting was adjourned at 4:10 PM.


Kathryn S. Ames, Secretary

MINUTES
CLARKE COUNTY LIBRARY BOARD
July 9, 1991

The quarterly meeting of the Athens-Clarke County Library Board was called to order at 4:00 by Mrs. DuPree, Chairman. Present were" Mr. Hodgson, Mr. Elkins, Ms. Copeland, Mr. Wilkins, Mr. Firor, Mr. Logue, Mrs. DuPree, Mrs. Hopper, Mrs. Rosser, Mrs. Allen and Mrs. LaBoon. Absent were Mrs. Shields, and Mrs. Hertz and Mrs. Weeks who were out of town. Also attending were Mrs. Ames, Ms. White and Mr. Newsome of Barton Malow.

The minutes of the April 9, 1991 meeting were approved as mailed upon motion from Mr. Firor and Ms. Copeland.

The Director reported that Gary Phillips had resigned his position as head of Technical Services to take a position in Oklahoma. This position is of great importance now because of the conversion to an automated database; to minimize the change-over, Mrs. Betty Belanger was transferred from her position as Head of Reference to Head of Technical Services. Mrs. Belanger has had some cataloging experience and was able to attend the first training session for Dynix. This leaves a vacancy which is being advertised. Mary Jean Hartel has begun work as Young Adult Librarian. For the next six months, she will be working at the reference desk and making contacts with middle and high school teachers.

The Library has been notified by Senator Wyche Fowler that it has been awarded a federal literacy grant for an English-as-a-Second-Language Project totaling \$34,749. The DAR and the Colonial Dames have made generous contributions to the Heritage Room. The Circulation Department has been extremely busy this summer. Throughout the year, records have been set for highest monthly circulation as each month to date has surpassed the previous year's by at least 15 percent. On July 8, another benchmark was reached when the highest single day record was set with 2031 books checked out.

Ms. White reported on the progress of automation. The data load was completed on July 9 and barcodes are expected to arrive within the month. Consultant Sue Epstein will be on hand at the end of August to assist with the barcoding project when every book in the Library will be matched with a barcode. Dynix is providing three days of training for cataloging; 2 days of training for circulation; and additional training for system administration. All staff members will receive a minimum of 16 hours of hands-on training prior to the official start-up date of October 4.

The Clarke County budget request of \$713,811 was approved at \$704,986. Some minor adjustments were made in the original proposal and were presented to the Board for final approval. The

motion to approve the revised budget was made by Mr. Hodgson, second by Mr. Firor, and unanimous vote.

Mr. Firor reported that the Gifts Committee met and made the following recommendations: The basic solicitation and use of donations will be to establish an endowment fund for the purpose of purchasing books and materials for the new library. Only the interest and dividends will be used and these funds would not be used to replace basic operational expenses. The Committee also suggested a graduated scale of recognition with donations of \$1 to \$999 entered in a permanent record book; \$1000-4999 would be recognized with a plaque; other breakdowns up to \$50,000 would be similarly recognized; above \$50,000, the donors would be able to name a room for a person specified. It would also be desirable to have a picture of the person being honored or the donors. Mr. Firor suggested several names for the various donor levels, each having a literary connotation. Mr. Hodgson made the motion to accept the Committee's recommendation for handling donations and urged them to go to the next phase of development; second by Ms. Copeland; unanimous vote.

Mr. Newsome reported that the building was proceeding well and on schedule with completion expected by the end of February. The columns have been poured and the architects will be evaluating them to see if they need to be coated. The structural work is completed with brickwork and interior work now being started. Financially, we are about 30 percent completed and the second application to the State for funds has been submitted. The interest on our account has been higher than anticipated, with the total through June being \$118,558. The low bidder on the children's theme was Henry DuVall, an artist living in Statham. The bid was \$21,000 but it is being reviewed by the architects to be certain that all aspects of the work are included. The next lowest bid was \$25,000. The landscaping plan is being reviewed and will be presented at the next meeting.

The furniture bids were presented. Each member of the board had received a breakdown of the bids prior to the meeting. Mr. Firor made the motion to award the bids to the lowest responsive bidder in each section, and to rebid the two sections which had no responsive bids. The motion received a second from Mr. Hodgson and a unanimous vote of approval. The breakdown is attached and is under budget estimates.

A revision of the library's personnel manual was the next order of business. Mr. Logue made the motion to approve this policy, second from Mrs. Rosser, and unanimous vote.

Ms. White discussed a proposed change in the policies for check-out. After some discussion about the fines, Mr. Hodgson made the motion to charge adults 10 cents per day and items

checked out on children's cards will remain five cents per day; this was seconded by Ms. Copeland. The vote carried with Mrs. LaBoon and Mr. Wilkins opposed and Mrs. Hopper abstaining. Mr. Firor then made the motion to approve all proposed circulation policies, second by Ms. Copeland, and unanimous vote.

Mr. Ames requested authorization to close the library for one week, August 26 - September 3, for barcoding. Ms. Copeland made to motion to do so, second by Mr. Wilkins, unanimous vote.

Authorization was requested for a fine free week beginning August 18 and continuing through the barcoding period. Mr. Wilkins made the motion, second by Ms. Copeland, and unanimous approval.

Authorization was requested to apply for several grants which Susan Colegrove will develop to the Barbara Bush Foundation, the Georgia Humanities Council, and the American Library Association for programs to begin in the new facility. Mr. Firor made the motion for approval, Ms. Copeland and Mr. Logue made the seconds, and unanimous approval.

There being no further business, the meeting was adjourned at 5:25 PM.



Kathryn S. Ames, Secretary

MINUTES
ATHENS REGIONAL LIBRARY BOARD
July 18, 1991

The Summer Quarterly meeting of the Athens Regional Library Board of Trustees was called to order at 3:31 P.M. on July 18 by Mrs. DuPree, Chairman. Attending from Franklin County were Mrs. Brown and Mrs. Telford; from Madison County were Mr. Ginn, Mr. Clifton, and Mrs. Carithers; from Oglethorpe County were Mrs. Clark, Mrs. Toney, and Mr. Downs; from Oconee County were Mrs. Grayson and Mrs. Wynn; and from Clarke County were Mrs. DuPree and Mrs. Weeks. Mrs. Ames, Library Director and Ms. White, Assistant Director were also present.

The minutes of the April 18, 1991, regional board meeting were approved as mailed upon motion from Mr. Ginn and a second from Mrs. Clark.

The regional reports followed. Mrs. Brown reported that over 200 children had registered for the Vacation Reading Club in Royston. Arby's is providing a "Happy Meal" for participants at the mid-point in the summer and the Rotary Club will present a bicycle to the child who has read the most by the end of the summer. The FY91 budget year ended in a deficit and the Franklin County Board is working to eliminate this by cutting back on the number of hours each assistant may work.

Mrs. Toney reported that the Oglethorpe Library has adopted new hours for its weekday operations and will now be open 10-6 daily while weekend hours remain the same. The weekend use has increased steadily. More than 70 children attended the Wednesday morning story hour recently and storyteller Catherine Drewry has been most gratified with the response. Registration continues for the reading club but participation is increasing. The Board sponsored a book sale in June and plans to have another in August. The Board has begun thinking about a new facility and automation and will meet with Division of Public Library Services consultants in October.

Mrs. Wynn reported for Oconee County. The budget has been approved by the various funding agencies in Oconee County. The county has approved the automation project and will be funding it in two fiscal years with the goal of barcoding the Watkinsville collection in February and March and the expectation of being on-line in May. The Agricultural Engineering Club built the bike rack for the library and installed it recently. Over 1000 children enrolled in the Vacation Reading Club including some high-schoolers. The use of this library continues its rapid growth with 66 new families registering in June alone. The long Range Plan of Service for Oconee County has been approved and will focus upon developing services for school-age children and building better communications with each of the schools in the county. It also focuses on reference services and building the popular materials section of the library. Finally, a town meet-

ing will be scheduled this fall for Bogart to gather input on the kinds of library services needed for that area of the county.

Mrs. Carithers reported that two Madison County trustees had rotated off of the local board. Howard Floyd and Margie Graham have been replaced by Carl Clifton and Ruth Ryder. The budget was approved including a new 40 hour per week position which will enable the Board to add evening hours to the schedule. Sarah Carter who has been working part-time in the Library and who has a library degree from Peabody Library School/Vanderbilt University was hired to fill this position. Over 350 children have enrolled in the summer reading program and have enjoyed the attractive displays throughout. The new furniture and equipment has been installed and the display case has attracted considerable attention with many residents anxious to exhibit their collections. The Friends have been active. They participated in the July 4 Festival in Colbert and plan to have a book sale in the Fall.

Mrs. Weeks reported on the new building. Progress is noticeable! The columns have been poured, roof has been completed, and mason work has begun. Ms. White reported that over 1795 children have registered in Athens. On July 8, over 2000 books were checked out - the highest number on one day ever. In late August, the Athens-Clarke County Library will be closed to barcode the collection. Dynix will provide three days of training for the cataloging staff and in September will provide 16 hours for circulation staff. October 4 is the target date for switch over to the new system and it is eagerly anticipated!

Mrs. Ames reported that several changes in personnel have occurred. Mary Jean Hartel has been hired as the Young Adult librarian and she will be meeting with all branch managers this fall. Gary Phillips resigned to accept a position with the Oklahoma State Library. Betty Belanger, formerly head of reference, has assumed this position and will be helping to complete the automation project. Maryrose Machauer is working in the Learning Center and is paid by the Council on Aging. The learning Center continues to grow. In September, there will be 15 new students from Certainteed and the possibility of up to 60 more in the future. The English as a Second Language Project was approved for a grant from the U.S. Department of Education in the sum of \$34,749. A twelfth outreach location has opened and Susan Colegrove is developing plans for a grant proposal from the Barbara Bush Foundation.

The financial report for the year ending June 30, 1991, was presented. The receipts were less than had been budgeted for several reasons. The library was approved for \$22,000 in federal funds but had not received the grant. The Franklin County Li-

brary Board has changed to a direct billing system by the regional headquarters for FY92 but ended the year with a deficit of nearly \$2000. There was also a \$10,194 reduction in the state materials grant decreed by the state after the budget was approved. The expenditures were \$11,885 under budget but most of these funds are designated to cover early FY92 expenses.

The budget for FY92 was presented. The budgets for the operation of each of the counties had been approved locally prior to this meeting. Mrs. Clark made the motion to approve these as submitted, second by Mrs. Weeks, unanimous approval. The budget for state funding for the Maintenance and Operations Grant and the Talking Book Center was approved upon motion of Mrs. Clark and second by Mrs. Carithers. Finally, the total budget package was approved for submittal to the Division of Public Library Services, State Department of Education, upon motion of Mr. Ginn and second by Mrs. Clark. It was noted that a revision may need to be approved once the General Assembly meets to discuss the State budget crisis.

The Athens-Clarke County Library Board presented their recommendation that the furniture and equipment bid awards be approved. A summary is appended. Contracts will be awarded to low bidders for tables, desks, files, workstations, carrels, steel shelving, compact shelving, custom display, cabinetwork and signage. No responsive bids were received for seating or special display and these will be rebid in September. The total bids, including estimates for the sections to be rebid, is \$1,022,294 and is under budget estimates by \$26,090. The Board approved contract award to the lowest responsive bidders upon motion by Mrs. Clark and second by Mrs. Carithers.

Change orders for the Athens-Clarke County Library were then discussed. State law requires that the regional board approve all change orders and that the vote be recorded in the minutes of the regional board. While the regional board delegated the actual administrative responsibility for the project to the local board, it must formally approve those actions. On the agenda were Design Change Order 2 and Construction Change Order 2. Design C.O. 2 increases the architectural fees by \$23,815 and covers the additional design work for the Heritage Room and Children's Department, a lighting study, and additional electrical work. The motion to approve this change order was made by Mrs. Weeks and seconded by Mrs. Telford. All present voted in approval with the exception of Mr. Ginn who voted No. Construction Change Order #2 authorized the contractor to proceed with pouring the concrete columns after review of a sample column and will add \$11,779 to the base price. Mrs. Telford made the motion to approve Construction C. O. 2 with a second from Mrs.

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Athens Regional Library Board
July 18, 1991

Weeks. All present except Mr. Ginn voted to approve this action and Mr. Ginn was opposed.

As the final order of business, Mrs. Ames reviewed a letter from the Association of County Commissioners of Georgia which questions the requirement for local support for libraries as it exists in Rule 160-6-2.01 of the Rules for Public Library Systems. This rule requires that local funding agencies must either maintain or increase their financial support of the library system in order to continue receiving state support. She urged Board members to read the letter and to consider the impact such a ruling might have on each library in the system. While no action is warranted, it would be wise for board members to be prepared to discuss the question should it arise locally.

There being no further business, the meeting was adjourned at 4:30 P.M.



Kathryn S. Ames, Secretary

MINUTES
Athens-CLARKE COUNTY LIBRARY BOARD
October 8, 1991

The October quarterly meeting of the Athens-Clarke County Library Board was called to order at 4:00 P.M. in the Library Auditorium by Mrs. DuPree, Chairman.

Attending were: Miss Copeland, Mrs. DuPree, Mr. Firor, Mrs. Hertz, Mr. Hodgson, Mrs. Hopper, Mrs. LaBoon, Mr. Logue, Mrs. Rosser, Mrs. Shields, Mrs. Weeks, and Mr. Wilkins. Also attending were Mr. Papageorge and Mr. Newsome from Barton-Malow Construction Management, Mrs. Ames and Ms. White. Absent were: Mrs. Allen and Mr. Elkins.

The minutes of the July meeting were approved as distributed upon a motion from Mr. Firor and second from Mr. Hodgson.

Mr. Newsome reviewed the progress of the building project to date. The construction is progressing on schedule. Interest on the account continues to build; but there are still several aspects of the project that have not yet been priced. Mr. Newsome does anticipate being able to purchase most of the equipment necessary and has met with county administrator, Russ Crider, and Mrs. Ames. They have agreed that the county's share of the interest earned on the project will be used to purchase additional materials for the collection.

The Furniture and Equipment supplemental bid package was presented. The recommendation from the interior designer was to accept the low bid by section. Section One for Library Seating would be awarded to Graphic Systems for \$139,413.84; Section II for Auditorium Seating, \$38,792.25, and Section IV for General Seating, \$105,142.09, would be awarded to Ball-Stalker; Section III for Task Seating, \$23,969, awarded to Office Pavilion; and Section V, Miscellaneous Display Units, for \$24,469.40, to Contract Resources. Mrs. Week made the motion to approve award of bids to low bidder in each section, second by Mrs. LaBoon, and unanimous approval.

Mr. Newsome reviewed the Heritage Room bid from Terry/Salloum. It is currently over budget by \$17,000. Mr. Logue made the motion that the change order be approved pending some additional negotiation on lighting, second by Mrs. Hertz, unanimous vote.

The next item on the agenda was the exterior sign that will be located at the corner of Baxter and Dudley Drive. Architect Gary McNay had proposed a fairly simple design. The board requested that the architect proceed with design and develop a plywood model which could be viewed at the location. This will be done within the next two months and Mrs. Ames will let the Board know when it is in place.

Page Two
Athen-Clarke County Board Meeting
October 8, 1991

Landscaping concerns were discussed. Roger Cauthen of the county will meet with landscape architect Ron Sawhill of Jordan, Jones, and Goulding to refine the plan. Since Mr. Cauthen's department will be responsible for maintenance, it is essential to have his input on the design.

Mr. Papageorge offered to produce a video of the interior of the building as it is now so that it would be available for patrons to view. He estimated that it would be fairly easy to develop and would try to get it done quickly.

Several policies were presented for review. The Library has just completed installation of the new Dynix automated system and is preparing for the move to the new facility where computers will be available to patrons and staff throughout the building. A computer and data protection policy based on laws enacted by the Georgia General Assembly was explained. Mr. Firor made the motion to approve the policy, second by Mrs. Shields, and unanimous approval.

The Heritage Room Policy and Description of Purpose was discussed. Mr. Firor made the motion to amend item 6 to read "Because of the important role played by many Athenians in the War Between the States..." This motion received a second from Mrs. Shields and was followed by a unanimous vote. Two other changes were also recommended and will be incorporated into the final policy for the Heritage Room. The policy and changes were approved upon a motion by Mr. Firor, second by Mrs. Weeks, and unanimous vote.

The Board reviewed a Policy on Administration of Gifts of Property and Money, but took no action. It was requested that Mr. Elkins review the proposal.

The final policy question was in regard to out-of-region participants in programs where attendance is limited. The Library staff recommended a policy change because attendance at toddler and preschool story hours was dominated by residents of Jackson County. The new policy states that programs requiring pre-registration or free tickets will be open only to residents of the five-county region until two days prior to the presentation when all remaining tickets or registration slots will be available on a first-come basis regardless of residence. Mrs. Weeks made the motion to approve this change with a second from Mr. Firor and Mr. Hodgson and unanimous vote.

Because of unification, the Library is now officially the Athens-Clarke County Library. It was recommended that the Constitution and By-Laws be amended to reflect this change. Mr. Logue made the motion for this change, second from Mrs. LaBoon, and a vote of 11 Yes and Mr. Hodgson voted No.

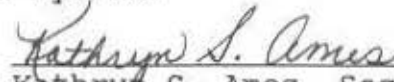
Page Three
Athens-Clarke County Board Meeting
October 8, 1991

Mrs. DuPree noted that terms of two board members were expiring on December 31. Under the terms of our Constitution, both Mr. Elkins and Mrs. Rosser are eligible for reappointment. Mr. Firor requested that the Board write a letter to the Commission recommending that they be reappointed. No one has been appointed to replace Mr. Logan who resigned upon being elected to the County Commission, but this will be taken care of in December.

Mrs. Ames reported on the automation project noting that it had been up since October 3, staff had been trained and that so far it was progressing very smoothly under the direction of Assistant Director Julie White and Gail Firestone. While much of the quarter's attention will be focused on providing additional training on the system, several other projects are also in the planning stages. On October 1, the new English-as-a-Second-Language project began and it is expected that 300 new ESL students and families will be served. Wrenford Archibald has assumed the position of Learning Center Manager and will be assisting with this project as well as developing a comprehensive plan for service development.

The Friends continue to be very active. Eliot Wigginton will be the featured speaker for the annual meeting of the Friends. They are working with two Board committees in planning special events and the dedication program. We have not yet received a definite commitment from Mrs. Bush, but according to Commissioner Tal Duval, we should hear in January.

The meeting adjourned at 5:05 and was followed by a demonstration of the new automated system.


Kathryn S. Ames, Secretary

MINUTES
ATHENS REGIONAL LIBRARY BOARD
October 17, 1991

The quarterly meeting of the Athens Regional Library System Board of Trustees was called to order at 3:30 PM by Mrs. DuPree, chairman. Attending were: Mrs. Wynn, and Mrs. Grayson of Oconee County; Mr. Ginn, Mrs. Carithers, and Mrs. Haygood of Madison County; Mrs. Telford and Mrs. Brown from Franklin County; Mrs. Toney and Mr. Downs from Oglethorpe County; and Mrs. DuPree and Mrs. Weeks from Clarke County. Also attending were Ms. Williams, the League of Women Voters Observer and Mrs. Ames.

The minutes were approved as mailed by common consent.

The financial report for the first quarter was received for information. At the end of the quarter, 29 percent of the year's income had been received from funding agencies and approximately 20 percent had been expended. Based on information already received, estimates for the category Workers Compensation were far below actual expenses. Insurance costs have also increased. All other budget categories remain in line with expectations at this time.

Regional reports followed. Mrs. Wynn reported that Oconee County had an extremely busy summer with new high levels of participants. The Library Board scheduled a hearing about library services in Bogart in late September and attracted a large number of interested citizens. They expect to form a Friends group to work toward raising the funds to link Bogart to the central computer and to improve the building.

Mrs. Brown reported that the Board was continuing to work on the budget problems which has already forced the local libraries to reduce the number of hours assistants were working in each branch. The Royston Branch has been very active in developing radio spots to encourage patrons to make contributions to the library, and to date several have. The summer reading club was also very lively throughout the county.

Mrs. Carithers reported that the construction project is finally complete! All of the supplemental bid equipment and furnishings are in place and final details finished. The Board held an orientation session for new members to the Madison County Library Board. The Board is now considering how to automate the library. One option which the Board is considering is to add approximately 3000 square feet to the present facility and to include the automation in the project. New officers were elected in October and they are Pat Carithers, Chairman; Dr. Carl Clifton, Vice Chairman; Tommie Ruth Ryder, Secretary. The book sale is underway and the Friends are looking for leadership.

Mrs. Toney reported on activities in Oglethorpe County. The Board met with Division of Public Library Services Construction Coordinator, Tom Ploeg, to discuss a new library. Among those

attending were the Chairman of the County Commission, a commissioner, and the Superintendent of Schools. The Commission has made a commitment for the local matching funds and had identified property located between Lexington and Crawford that would be highly visible and easily accessed. In other news, the Board made \$120 in an August book sale. The branch manager and consultant have been visiting middle school classes to talk about the library and its services.

Mrs. Weeks discussed the progress of the new Athens-Clarke County facility. It is on schedule and under budget! Mrs. Ames reported that the automation project is operational and working well.

State reductions in grants required that the Board amend several aspects of the regional budget. Travel was budgeted at \$6000 for eight state paid positions; there was a 75 percent reduction necessitating a revision to \$1500. Mrs. Carithers made the motion to amend the budget to reflect this reduction, second from Mrs. Brown, and unanimous approval. The original materials grant was set at 56 cents per capita and was reduced to 36.8 cents per capita. The motion to approve this reduction was made by Mr. Ginn, second by Mrs. Toney and unanimous approval. The Franklin County Library Board had requested their local funding agencies approve an increase of \$3,438, not approved, which meant restructuring the local budget. Funding for materials, supplies, and hours of part-time workers were eliminated. Mrs. Brown made the motion that these changes be approved, second from Mr. Downs and approved by the Board.

The Athens-Clarke County Library Board requested that the Regional Library Board approve Furniture Bid II for a total of \$331,675.33. There were five sections including general seating, auditorium seating, task seating, library seating, and miscellaneous display units. The total budgeted for furniture was \$1,048,000 and spent was \$1,023,781. Mrs. Weeks made the motion to approve contract award pending final contract review by the county attorney and acceptance by vendors with no conditions or exceptions, second from Mrs. Toney and unanimous approval.

The Policy on Computer and Data Protection was presented along with a revision on the Disciplinary Actions section of the Personnel Manual. Mr. Ginn made the motion that both policies be approved with two changes which are reflected in the attached policies, second from Mrs. Weeks, and unanimous approval.

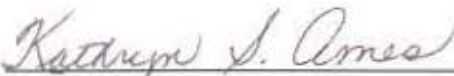
Mrs. DuPree appointed a Nominating Committee for 1992-93. Mrs. LaBoon will serve as chair of this committee and Mrs. Weeks and Mr. Downs will assist. They will present a slate of Chairman, Vice Chairman, Treasurer and At-Large Member at the January meeting.

Mrs. Ames requested authorization for attendance at an out-of-state meeting to be held in Birmingham, Alabama November 14-16. The topic is the future of rural libraries and there are some very relevant sessions. Board members were invited to attend. Attendees will travel together and share hotel rooms to conserve funds. Mrs. Telford made the motion to authorize this travel, second by Mr. Ginn, and unanimous approval.

Page Three
Athens Regional Library Board
October 17, 1991

Mrs. Ames announced that a staff development workshop on the topic of "Excellence in Public Service" would be held on November 11. The all-day program will focus on customer relations and will be led by John Brantley, JTB Communications, and John O'Looney of the Institute of Government.

The meeting was adjourned at 4:50 PM and an automation demonstration immediately followed.



Kathryn S. Ames, Secretary

MINUTES
CALLED MEETING
ATHENS-CLARKE COUNTY LIBRARY BOARD
December 18, 1991

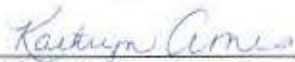
Mr. Hodgson, Chairman of the Building Committee of the Athens-Clarke County Library Board called the meeting to order at 4:08 P.M. in the new library building. The purpose of this called meeting was a one year review of the project. Present were Mr. Hodgson, Mrs. DuPree, Mrs. Weeks, Mrs. Allen, Mr. Elkins, Mr. Firor, Mrs. Hopper, Mrs. LaBoon, Mr. Logue, Mrs. Shields, and Mr. Wilkins of the Library Board, Mr. Newsome of Barton-Malow, Mr. Viehman and Ms. Crum of Nix Mann Viehman, and Mrs. Ames. Absent were Miss Copeland, Mrs. Rosser and Mrs. Hertz.

Mr. Hodgson noted that it was exactly one year ago today that the ground breaking ceremony had been held and what a lot had been accomplished during that time. Mrs. Ames expressed thanks to the Building Committee in particular for their time and attendance at many meetings and for the hard work of the entire Board.

Mr. Newsome then reviewed the project. First he covered the Additive Changes from the original budget. Next was an explanation of changes from the Construction Contingency. Third was actual interest earned to the present time and following this a summary of remaining funds. Last was a contract status report. Mr. Newsome noted that the substantial completion date was the end of February and that the furniture vendors could begin installation the first of March. He anticipates that the last week of March or beginning of April would be the time of the physical move from the old library building to the new.

Mrs. DuPree announced that the first contribution to the endowment of the Athens-Clarke Library Foundation had been made in honor of Peter Hodgson.

The meeting was adjourned at 4:25 and the architects led board members on a tour of the building.



Kathryn S. Ames, Secretary